



**MEMORANDUM**

Date: August 12, 2005

To: All Interested Parties

From: Chris Essid

**RE: 2005 Virginia Interoperable Communications Conference**

It is with great pleasure that we announce the 2005 Virginia Interoperable Communications Conference, to be held October 4 and 5 at the Ramada Plaza Resort in Virginia Beach, Virginia. We expect around 250 participants this year, to include emergency responders, law enforcement, public safety practitioners, and other criminal justice agency personnel from the local, state, and federal levels.

At this conference we hope to feature approximately 25 vendors who will exhibit their products and services to this diverse population of attendees. In addition, we are offering marketing opportunities for any companies that would like to sponsor a conference luncheon or break service.

If you would like to reserve exhibit space at this event, please return the attached Exhibitor Agreement Form and your payment to Karen Sullivan at the address below **by Friday, September 23, 2005.**

I believe that this event will provide a wonderful opportunity to market your product/services to those directly involved in the criminal justice field. Should you have questions or concerns, please contact me directly at (804) 225-3800 or via e-mail at [chris.essid@governor.virginia.gov](mailto:chris.essid@governor.virginia.gov).

I look forward to hearing from you soon!

# Virginia Interoperable Communications Conference

## October 4-5, 2005

### Exhibitor Agreement Form

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- LOCATION:** Ramada Plaza Resort  
5700 Atlantic Avenue  
Virginia Beach, VA 23451  
(757) 428-7025  
[www.ramadaplazavabeach.com](http://www.ramadaplazavabeach.com)
- EXHIBIT HOURS:** Tuesday, October 4, 2005 8:30 AM – 5:00 PM  
Wednesday, October 5, 2005 8:30 AM – 5:00 PM
- SET UP:** Exhibitors are responsible for setting up their exhibits.  
Set-up time is 3:00 PM-9:00 PM on Monday, October 3, 2005.
- TAKE DOWN:** Exhibitors are responsible for dismantling and removing their exhibits.  
Exhibits must be removed by 6:00 PM on Wednesday, October 5, 2005.
- PROVISIONS:** One exhibit space (approximately 8' x 10'); one 6' x 2' skirted table;  
two chairs; a trash can.
- FEE:** The **\$500.00 exhibit fee** includes the above provisions, conference registration (exhibitors are welcome to attend plenary sessions and workshops), and “scheduled” meals and breaks. **No refunds will be issued after September 30, 2005.**
- GENERAL:**
- Exhibitors may not sublet or assign their space to others.
  - Combustible materials or explosives are prohibited; fire extinguishers and exits must not be obstructed.
  - Sounds from audio machines must be subdued and not disturb other exhibitors.
  - Exhibitors shall pay for any damages to property owned by the Ramada Plaza Resort resulting from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless the Ramada Plaza Resort and the Virginia Department of Criminal Justice Services from any damages or charges resulting from Exhibitor’s use of property. Exhibitor’s liability shall include all losses, costs, damages, or any other occurrences to any person or persons, including the Exhibitor, conference invitees, etc. which arise from the Exhibitor’s occupancy and use of the exhibition premises, the Hotel, or any part thereof.
- Vendor space is FIRST COME FIRST SERVED. The exhibit fee MUST accompany this agreement in order for space to be reserved. Checks are to be made payable to “Treasurer of Virginia” and should be received by Karen Sullivan no later than Friday, September 23 at the address below:**
- Virginia Department of Criminal Justice Services  
202 North 9th Street, 10<sup>th</sup> Floor  
Richmond, Virginia 23219  
ATTN: Karen Sullivan**

Name of Organization \_\_\_\_\_

Contact Name & Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Will your exhibit require electrical service?**    ☐ Yes    ☐ No

**Will your exhibit require Internet service?**    ☐ Yes    ☐ No

**Do you have any other special requirements?** (extra fees may apply)    ☐ Yes    ☐ No

If Yes, please describe: \_\_\_\_\_

**PRE-SHIPPED ITEMS:**

You may pre-ship your exhibits to the conference hotel if you wish. Parcels will be accepted NO EARLIER than four (4) days prior to the conference set-up date (which is October 3, 2005) and may be shipped to:

Ramada Plaza Resort  
5700 Atlantic Avenue  
Virginia Beach, Virginia 23451  
ATTENTION: Amy Caretta, Sales Manager

**\*\*Please include on your package(s) the name and dates of the conference\*\***